

## TAP Case Note Requirements/Samples

### CORE AREA 1

**Complete a case note summarizing intake and assessment information.**

**SAMPLES:**

**DATE**

TAP Specialist met with the student (and parent if applicable) at the high school (at the TAP office, at the IEP, etc.) to explain IVRS and TAP services. An IVRS application, preliminary intake form, and HAQ were completed and signatures were collected for the IPE-1. Collaborative Assessment, Student Questionnaire and Family Questionnaire, (list any others) are all being initiated. The student is interested in the services and the family agrees this is an opportunity their child could benefit from. TAP specialist collected the IEP, transcripts and any available reports from the high school to share with the IVRS Counselor to assist with the eligibility decision.

(Summary of the career interests, plans for the future, results of the assessments) The student is interested in becoming a XXXXX at this point and has had a part time job at XXXXX since XXXX. The student is a [GRADE LEVEL] this year and attends classes regularly and is on track to graduate with class in XXXXX. Based on assessments, the student could benefit from (budgeting skills, independent living skills, job seeking skills, help getting connected to post-secondary schools).

**DATE**

TAP was notified that the student's VR eligibility has been completed with the student placed on the (MSD, SD, OE) waiting list. TAP services are suspended until the student comes off the VR waiting list.

### CORE AREA 2

**Complete case note detailing information gained from expanded assessment and explanation of why employment goal was chosen. Employment goal will be supported by assessment information.**

**SAMPLES:**

**Date**

TAP specialist was notified by email today this student has come off the waiting list. TAP Specialist will arrange a meeting with VR Counselor to explain release and discuss next steps. Based on this conversation, TAP Specialist will begin expanded assessments (Casey Life Skills, CPT practice Career Scope, Interest Profiler, IHAPI, job shadow, etc) to help determine an employment goal to present to IVRS Counselor.

**Date**

TAP Specialist, IVRS Counselor, the job candidate (if applicable/IEP team, case manager) got together today and reviewed the results of the assessments. The job candidate scored high in (protective fields) and wanted to look further at these occupations. We reviewed a number of different vocations from ONET Labor Market Information and the employment outcomes. The job candidate decided to (do a ride along with the Sioux City Police Department) and is very interested in pursuing this career path. The job candidate's IEP team feels this job candidate would be a great fit for this line of work if he applies himself and uses accommodations in college.

We all agreed this would be something we can continue to develop and feel confident in this plan at this point. The VR counselor and job candidate wrote the plan and included further services with TAP. TAP staff will line up a visit to (WITCC so he can explore their police science program and complete the CPT). Our hope is (to see if any college level courses can be explored while he is in high school and evaluate where he academically at with CPT. We also reviewed trying to decrease use of modifications to school work with the IEP team.)

### CORE AREA 3

**Case notes should be completed detailing all the work done with the student that aligns with TAP responsibilities under the Statement of Work Section of the TAP contract.**

**SAMPLES:**

**Date**

Over the last couple of months we have met pretty regularly. The job candidate did complete the CPT and scored above cut scores in all but one area. We have been working on practicing these math skills so he can retest. The job candidate is doing well in his classes and has enrolled to take a college level ethics class. He has toured the college and has made the decision to continue with his plan at WITCC after high school. He is still working at Fareway part time. We are working on his budgeting of his paychecks and have him running a fake expense log. We have discussed his inability to cook and he would like to try and follow a couple recipes so we will set up a time to make lunch together. IVRS counselor has attended our a few our meetings and provided input and support.

**DATE**

Student has been working with the transitional specialist and getting his paperwork completed for Job Corps. Student is planning to graduate, which is good. It appears he has struggled a little bit. He is planning to attend Job Corps this fall. However, he is also planning to tour it April 7th.

**DATE**

VR Counselor and TAP specialist met with this senior to discuss his summer. At this point he is interested in pursuing becoming a military police officer and would like to join the Air Force. Counselor and TAP specialist informed him he needs to take the ASVAB and then meet with a recruiter. He is also interested in working at either Game Stop or McDonald's. We will follow up to get his ASVAB done and see if he needs to improve on his scores to get accepted into the military. TAP specialist is assisting him as he pursues part-time employment.

**DATE**

TAP specialist notified VR counselor that student finished her training at new job at Stream on 8th of January. She has been working since January 11th, earning \$9 an hour, plus commission, at 40 hours per week. Client has consulted with TAP specialist and stated she no longer requires services from Vocational Rehabilitation or the TAP Program, as she is successfully employed at her new position and no longer requires Vocational Rehabilitation services. She has provided Vocational Rehabilitation an updated address and phone number and will be signing off on IPE-3 for her new job goal of customer service representative with Stream. Client stated she would like to have her file closed when possible. TAP specialist will follow student through the stabilization period and notify VR counselor of any issues or concerns that arise. If after 90 days the student remains stable in employment, VR Counselor will be closing their file.

### CORE AREA 4

**Case notes are completed to document contacts or attempts to contact participants in follow-along or follow-up status.**

**SAMPLES:**

**DATE**

TAP specialist contacted participant to discuss current employment. Participant stated she recently was transferred at Hy-Vee to a new position. She no longer is located in the kitchen but now is cashiering. She stated she enjoys this position much more than the previous one as she is able to interact frequently with customers. She also received a raise and is making \$9 per hour. She is working an average of 38 hours per week.

**DATE**

TAP specialist has made multiple attempts to contact participant to provide follow-up services. Voice mail messages were left twice and then a text message was sent. Participant has not responded to any attempts to contact.